

DPW Commission Meeting Agenda
Wednesday, August 28, 2013
7pm, Town Hall, Conference Room A

In attendance: Chairman Gardner, Commissioners Sena and Reed, J. Parisi, T. Olson, D. Greel, W. Wagner

7:00 pm Approval Items: Commissioner Reed moved to accept the minutes of 8/14/13 as amended, Commissioner Sena seconded, Vote: 3-0. Commissioner Sena requested a correction be made to the 8/14 minutes to reflect that he left the meeting early and the final vote should have been 2-0.

Chairman Gardner said he received word from Selectperson Wilkinson that she had received several complaints about the road repairs taking place at the school at this time. Then she received calls indicating residents were happy that it had taken place.

7:05 pm Open Session

7:40 pm New Business:
DPW Director Performance Evaluation: Chairman Gardner stated that the commissioners each completed an evaluation form and J. Gardner compiled them.

J. Parisi updated the Commissioners on the project activity for FY '13:

- Fuel tank painting
- Town hall painting
- Brush cutter
- Central fire station – exterior repairs
- Design DPW facility
- Equipment wash bay
- Drain lines around town
- Eden Road, Tarr's Lane, Applecart
- Library Restoration Project
- Fuel dispenser pumps replaced and updated monitoring equipment
- Long Beach seawall
- Blizzard repairs, cleaning channel to Old Harbor
- Seawall on Thurston Place
- Began design on Pigeon Cove Seawall
- Began bathroom replacements
- Emergency generator at treatment plant
- Water meter replacements
- Water filtration plant – chemical building roof
- Completed water filtration plant clear well cleaning
- South End Water tank rehab project

- Sludge pump replacement at water plant
- Electrical upgrades at water plant
- Carlson's quarry pump replacement
- Bedrock well design and permitting is ongoing
- Sludge filter press repairs at plant
- Water filtration system repairs at wastewater plant
- needs assessment - completed
- Sewer capacity Assessment, 75% complete, perhaps complete in one month.
- Sewer use regulations – waiting for sewer capacity to wrap-up
- Sump pump inspections and removal efforts
- Bids for fine bubble repairs at wastewater plant

Status of Objectives for FY '13:

- Asset mgmt. software (GIS) – complete
- Water needs assessment - complete
- Millpond - complete
- Bedrock delayed
- Commence FEMA pigeon Cove storm damage projects
- New work related to ACO – weather monitoring, completed assignment of inspecting sump pumps
- Cemetery computerization – complete (review fees to ensure they are market rate)
- Long Beach Seawall - ongoing
- New Water main Eden Road – complete
- Town owned buildings – Operating and maintenance costs/needs: maybe we won't have any building capital costs unless we know exactly what is needed. It was questioned how a 5-year plan can be put together for subsequent budgets without the completion of the building study.
- Complete draft of sewer use regulations

Suggestions for Objectives for FY '14:

- Complete funded capital projects timely and efficiently
- Participate in the Long Beach discussions and provide support & technical assistance
- Ensure the safe and reliable operations of water & Sewer infrastructure
- Improve overall DPW Operations & Services
- Comply with NIPDE storm water regulations & establish funding sources
- Enhance DPW webpage, include FAQ's, hours of operations, swap-shop rules, etc.
- Project mgmt. software
- Long term strategic planning (reduce or slow the cost of power), water & sewer rates maintaining or reducing – review workforce (right # of people in the right places) – look at overtime, if we hired more summer interns – does it save \$\$ long term., staffing the office, data entry person, perhaps invite Commissions to meetings, be a more cohesive team.

- Town barn, top priority, funding was available on 7/1/13 for engineering firm for planning and design
- Town construction standards – subdivisions, etc.
- Drainage outflow, Back Beach, gates on outflows
- Energy – power savings (converted street lights to LED's)
- Key staff make lists (each dept.) of what needs to be taken care of

Chairman Gardner stated would like to see fewer objectives and have them be more strategic, if that's possible. He recommends the goal should be looking at better/cheaper ways of doing things. Reconfigure the workload so there is time to do this kind of analysis.

Perform a workforce analysis, to ensure there a workforce coming up behind the employees in the jobs now. Investigate new ways of doing things. Commissioner Reed said weekends should be looked at too. There should be a succession plan in place. Chairman Gardner said the Commissioners would like to support the DPW.

Final FY '14 objectives

- Project mgmt. software*
- Completing Bedrock Well
- Sewer use
- Asset Mgmt. software
- Cemetery Fee Structure
- Time mgmt. Assessment (primarily management staff)*
- Workforce analysis*
- Town construction standards

* key objectives.

The DPW staff will come back to the Commissioners with a list of the critical items to be prioritized in FY '14.

8:20 pm Ongoing Business

Chapter 90 Road Improvements: Director Parisi said on Gott Street the sidewalk is still there; but the majority of the roadway is gone. He said we put a winter surface down, a binder, and plan to go back in the spring and do asphalt; replace sidewalk with new base. In the spring put berm and top and sidewalk. Asphalt and roadway are part of excavation of a new roadway. Disposal fees will be charged with the disposal of the sidewalk. Initially \$90,000 was planned; it may come in around \$45,000. Existing contract ends in October, so two different companies may be involved before it's finished. Who takes the sidewalk out will be determined. It was decided that the DPW crew can do it, but if a vendor can take care of it, we should let them do it. J. Parisi said next year we should have a pavement management plan.

From Denmar to Dean, milling on South Street should be around the 17th or 18th.

Commissioner Sena recommended getting a schedule together and getting it to the vendor; we shouldn't wait until the last minute. He said a change of conditions can increase the cost.

8:30 pm J. Parisi provided an update on capital projects: Pigeon Cove seawall, DPW facility design and construction, Library fire escape – structural plans are being drafted, old police station roof (\$20,000), building improvements over multiple years, A/C town hall, mini excavator, dump truck, cemetery mower (huge time saver), highway drainage pipe, asset management implementation program, bench and trash barrel replacements, IT space in annex (\$40,000), water enterprise, Pigeon Hill, Water Treatment Plant, F150, Dock Square pump station, WWTP underground tanks, sludge pumps/motors WWTP, oil tank replacement on Dock Square and Pigeon Cove

8:50 pm Other Issues of Discussion: D. Greel commented on water pressure and the need for a booster. He also commented on the need for more crews in the summer months (May to October), he said this would reduce overtime costs.

Next Meetings:

9:00 pm Commissioner Reed moved to adjourn, seconded by Commissioner Sena, Vote: 3-0.

Tickler list:

September, 2013	Sewer hookup priorities
September, 2013	Sewer use regulations
September, 2013	FY '15 Operational Budget review
September, 2013	Community House Facilities Mgr.
September, 2013	Revenue Collection Software/separate charges for drop-off
September, 2013	FY '15 Capital budget review
October, 2013	Cemetery - review schedule of fee